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ABSTRACT

This document is a survey designed to assess the opinions of campus and district office employees in the Los Rios Community College District, California, about where the responsibility for different functions lies and how well the functions are being performed. Respondents are asked to identify the area performing each function, and then rate how well it works. Overall areas investigated are: (1) educational program activities; (2) student support activities; (3) governance and administration; (4) planning/research activities; (5) facilities planning activities; (6) building administration and grounds maintenance activities; (7) safety and security; (8) personnel activities; (9) management information/information technology (IT) systems activities; (10) fiscal activities; (11) grant/foundation management; (12) communication activities-internal and external affairs; and (13) other/miscellaneous activities. (SLD)

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ED 479 964

Mapping the District: An Accreditation Survey

May 2002

Office of Institutional Research
Los Rios Community College District

TM035154

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TM TMTR 0172

Los Rios Community College District

Mapping the District: An Accreditation Survey

Please complete the survey below by May 24, 2002.

As part of the new approach to accrediting colleges in multi-college districts, we are required to evaluate whether the functional lines of authority that guide the operation of our district contribute in a positive way toward the performances of our four colleges. To do this, we need your help! This **confidential** survey is an effort to assess your opinions about where you believe the responsibility for each function lies and how well this arrangement works in practice.

Your participation in this survey is important! To ensure that the results adequately reflect the perceptions of ***all employees invited to respond***, it is important that ***you take ten minutes to complete this survey!*** The information that you and others provide will help us meet this important Accreditation Requirement. A draft summary report of the findings will be shared in August so that qualitative recommendations can be developed based upon discussions about the survey's findings.

All responses that you provide below will remain confidential. If you have any questions about the survey, please call 568-3131 IMMEDIATELY, so there is enough time for you to complete and return it. Please place it in the inter-campus envelope that we have provided and return no later than 5/24/02.

Please circle the number that best reflects your opinion for each of the TWO questions associated with each function described.

Question #1: Where does the Functional Responsibility lie?							Question #2: How well does this work?			
Question #1 Response Options: 1 = Almost Exclusively College 2 = Primarily College with Modest Coordination from District 3 = Coordinated Jointly 4 = Primarily District with Some College Involvement 5 = Almost Exclusively District 6 = Don't Know							**Question #2 Response Options:** 1 = Works Well 2 = Works Adequately 3 = Does Not Work Well 4 = Don't Know			
Educational Program Activities:										
1	2	3	4	5	6	Educational Program Development/Planning	1	2	3	4
1	2	3	4	5	6	Library	1	2	3	4
1	2	3	4	5	6	Learning Resources (Tutoring/Tutorial Lab Support)	1	2	3	4
1	2	3	4	5	6	Classroom Instruction Delivery	1	2	3	4
1	2	3	4	5	6	Curriculum Development and Review	1	2	3	4
1	2	3	4	5	6	Distance Education Delivery	1	2	3	4
1	2	3	4	5	6	Contract Education Delivery (Training Source)	1	2	3	4
1	2	3	4	5	6	Community Services/Extension/Continuing Education Delivery	1	2	3	4
1	2	3	4	5	6	Economic/Workforce Development Program Delivery (Sm. Bus. Dev. and International Trade Dev. centers, etc.)	1	2	3	4
Student Support Activities:										
1	2	3	4	5	6	Student Activities	1	2	3	4
1	2	3	4	5	6	Student Admissions	1	2	3	4
1	2	3	4	5	6	Student Counseling	1	2	3	4
1	2	3	4	5	6	Student Enrollment/Registration	1	2	3	4
1	2	3	4	5	6	Student Records	1	2	3	4
1	2	3	4	5	6	Student Financial Aid	1	2	3	4
1	2	3	4	5	6	Student Academic Support Programs (matriculation, EOPS, DSPS, etc.)	1	2	3	4
1	2	3	4	5	6	Student Transfer	1	2	3	4
1	2	3	4	5	6	CalWORKs	1	2	3	4
1	2	3	4	5	6	Enrollment Management	1	2	3	4

Please circle the number that best reflects your opinion for each of the TWO questions associated with each function described.

Question #1: Where does the Functional Responsibility lie?

Question #1 Response Options:
1 = Almost Exclusively College
2 = Primarily College with Modest Coordination from District
3 = Coordinated Jointly
4 = Primarily District with Some College Involvement
5 = Almost Exclusively District
6 = Don't Know

Question #2: How well does this work?

Question #2 Response Options:
1 = Works Well
2 = Works Adequately
3 = Does Not Work Well
4 = Don't Know

Question #1							Question #2			
Governance and Administration:										
1	2	3	4	5	6	Board of Trustees Relations	1	2	3	4
1	2	3	4	5	6	Legal Support/Services	1	2	3	4
1	2	3	4	5	6	Policy and Regulation Development/Review	1	2	3	4
1	2	3	4	5	6	Local Community/Business Partnerships	1	2	3	4
1	2	3	4	5	6	Off-Campus Education Center Administration	1	2	3	4
1	2	3	4	5	6	Business/Workforce Development Center Administration (Ethan Way)	1	2	3	4
Planning/Research Activities:										
1	2	3	4	5	6	District Strategic Planning	1	2	3	4
1	2	3	4	5	6	College Strategic Planning	1	2	3	4
1	2	3	4	5	6	Institutional Research -- about Students	1	2	3	4
1	2	3	4	5	6	Institutional Research -- about Faculty/Staff	1	2	3	4
1	2	3	4	5	6	Institutional Research -- State/Federal Reporting	1	2	3	4
Facilities Planning Activities:										
1	2	3	4	5	6	5-Year Facilities Plan	1	2	3	4
1	2	3	4	5	6	New Site Development	1	2	3	4
1	2	3	4	5	6	New Building Design	1	2	3	4
1	2	3	4	5	6	Older Facility Redesign	1	2	3	4
1	2	3	4	5	6	Building Construction Management	1	2	3	4
1	2	3	4	5	6	Planning Costs	1	2	3	4
1	2	3	4	5	6	Construction Costs	1	2	3	4
Building Administration and Grounds Maintenance Activities:										
1	2	3	4	5	6	Energy Maintenance	1	2	3	4
1	2	3	4	5	6	Facility Maintenance	1	2	3	4
1	2	3	4	5	6	Grounds Maintenance	1	2	3	4
1	2	3	4	5	6	Classroom Assignment	1	2	3	4
1	2	3	4	5	6	Facility Space Allocation	1	2	3	4
1	2	3	4	5	6	Off-Campus Facilities Lease Agreements	1	2	3	4
Safety and Security:										
1	2	3	4	5	6	Building Security	1	2	3	4
1	2	3	4	5	6	Police Operations	1	2	3	4
1	2	3	4	5	6	Safety	1	2	3	4
Personnel Activities:										
1	2	3	4	5	6	Affirmative Action/Equal Opportunity	1	2	3	4
1	2	3	4	5	6	Employee Contract Development	1	2	3	4
1	2	3	4	5	6	Employee Contract Administration	1	2	3	4
1	2	3	4	5	6	Staff Development Workshops	1	2	3	4
1	2	3	4	5	6	Employee Training Courses	1	2	3	4
1	2	3	4	5	6	Job Description Development	1	2	3	4
1	2	3	4	5	6	Employee Recruitment	1	2	3	4
1	2	3	4	5	6	Screening Candidates for Positions	1	2	3	4
1	2	3	4	5	6	Processing Newly Hired Employees	1	2	3	4

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Please circle the number that best reflects your opinion for each of the TWO questions associated with each function described.

Question #1: Where does the Functional Responsibility lie?							**Question #2: How well does this work?**			
Question #1 Response Options: 1 = Almost Exclusively College 2 = Primarily College with Modest Coordination from District 3 = Coordinated Jointly 4 = Primarily District with Some College Involvement 5 = Almost Exclusively District 6 = Don't Know							**Question #2 Response Options:** 1 = Works Well 2 = Works Adequately 3 = Does Not Work Well 4 = Don't Know			
Management Information/Information Technology (IT) System Activities:										
1	2	3	4	5	6	IT System Administration -- Human Resources	1	2	3	4
1	2	3	4	5	6	IT System Administration -- Fiscal Resources	1	2	3	4
1	2	3	4	5	6	IT System Administration -- Student	1	2	3	4
1	2	3	4	5	6	IT System Support -- for Students	1	2	3	4
1	2	3	4	5	6	IT System Support -- for Staff	1	2	3	4
1	2	3	4	5	6	Computer Work Station/PC Support (software and hardware)	1	2	3	4
1	2	3	4	5	6	E-mail Support	1	2	3	4
1	2	3	4	5	6	Internet Support	1	2	3	4
1	2	3	4	5	6	Phone/Voicemail Services	1	2	3	4
1	2	3	4	5	6	Technical Support to Faculty for Online and Web-Enhanced Courses	1	2	3	4
Fiscal Activities:										
1	2	3	4	5	6	Annual Distribution of State/Federal Funding	1	2	3	4
1	2	3	4	5	6	College Budget Development	1	2	3	4
1	2	3	4	5	6	Audit Compliance	1	2	3	4
1	2	3	4	5	6	Budget Compliance	1	2	3	4
1	2	3	4	5	6	Spending Control and Oversight	1	2	3	4
1	2	3	4	5	6	Payroll	1	2	3	4
1	2	3	4	5	6	Purchasing	1	2	3	4
1	2	3	4	5	6	Long Range Financial Planning	1	2	3	4
Grant/Foundation Management:										
1	2	3	4	5	6	Dissemination of Grant Availability Information	1	2	3	4
1	2	3	4	5	6	Grant Development	1	2	3	4
1	2	3	4	5	6	Grant Submission	1	2	3	4
1	2	3	4	5	6	Administration of Grant Funds	1	2	3	4
1	2	3	4	5	6	Grant Performance Evaluation	1	2	3	4
1	2	3	4	5	6	Foundations	1	2	3	4
Communication Activities -- Internal and External Affairs:										
1	2	3	4	5	6	Internal Communications -- Colleges	1	2	3	4
1	2	3	4	5	6	Internal Communications -- Across District	1	2	3	4
1	2	3	4	5	6	Publication Development (brochures, annual reports, etc.)	1	2	3	4
1	2	3	4	5	6	Public Information/Public Relations	1	2	3	4
1	2	3	4	5	6	Government Relations	1	2	3	4
Other/Miscellaneous Activities:										
1	2	3	4	5	6	Bookstores	1	2	3	4
1	2	3	4	5	6	Food Service	1	2	3	4
1	2	3	4	5	6	Child Care Services	1	2	3	4
1	2	3	4	5	6	Mail Distribution	1	2	3	4
1	2	3	4	5	6	Other (specify):	1	2	3	4
1	2	3	4	5	6	Other (specify):	1	2	3	4
1	2	3	4	5	6	Other (specify):	1	2	3	4

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DEMOGRAPHIC INFORMATION:

Please circle the one most appropriate response.

Your Primary Work Area: 1 ARC Campus 2 CRC Campus 3 SCC Campus 4 FLC Campus 5 EDC Campus 6 District Office*

* District Office includes Facilities Management, Response Road and Workforce/Economic Development employees at Ethan Way.

Your Job Type: 1 Classified 2 Confidential Employee 3 Faculty 4 Manager

Your Gender: 1 Female 2 Male

Your Ethnicity: 1 African American 2 Asian 3 Latino/Hispanic 4 Native American 5 White 6 Other

How many years have you worked for the District? _____

Comments:

Please use the box below to clarify any of your responses to the questions you have answered or to add any additional information that you believe to be important to this study.

Thank you!

We greatly appreciate your taking the time to complete this survey!
Please return this completed form in the enclosed envelope no later than Friday, May 24, 2002 to:
District Office of Institutional Research.
All individual responses to this survey will remain strictly confidential. Questions? Call 916-568-3131.

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